



CYNTHIA A. HARDING, M.P.H.
Interim Director

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April 6, 2015

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.
Interim Director

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE AN AMENDMENT TO THE ENVIRONMENTAL HEALTH PERMIT INSPECTION MANAGEMENT SYSTEMS AGREEMENT AS A RESULT OF AN ACQUISITION OF DECADE SOFTWARE, LLC BY ACCELA, INC.**

This is to notify you that because of the recent acquisition of Decade Software, LLC (Decade), the current Environmental Health Permit Inspection Management Systems provider, by Accela, Inc. (Accela), I am exercising the delegated authority approved by your Board on July 1, 2008, that permits the Department of Public Health (DPH) to approve, via amendment, the assignment of agreements which results from acquisitions, mergers, or other changes in ownership involving the contractor, subject to review and approval by County Counsel and the Chief Executive Office (CEO), and notification to your Board.

Under the referenced delegated authority, DPH will execute an amendment that approves the acquisition, assigns the rights, and delegates the terms, conditions and duties of Contract Number PH-002200 (Contract) from Decade to Accela.

Through the execution of this action, DPH is approving the assignment of all rights and responsibilities under this Contract by Decade to Accela within the next four weeks, which is the anticipated final close date of the acquisition. Accela will procure or assume the performance bond from Decade that was required under the Contract, to address any financial concerns. Accela will also be fiscally responsible for the Contract and payment of all employees working under the Contract. Additionally, Accela confirmed that the acquisition is not made for any illegal or fraudulent purpose, will not impact the provision and/or level of services, and will not be detrimental to the interest of any other person or company. All other terms and conditions of this Contract remain unchanged and in full effect.

County Counsel has reviewed and approved the amendment confirming the assignment, as to form. County Counsel and the CEO have reviewed and approved this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH: jc
DA #03151

c: Interim Chief Executive Officer
County Counsel
Acting Executive Officer, Board of Supervisors